

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, February 28, 2013 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisors De Wane, Jamir, Carpenter
Excused: Supervisor Steffen
Also Present: Brent Miller, Kristen Hooker, Lynn Vanden Langenberg, Dave Hjalmsquist, Maria Lasecki, Kerry Blaney, Troy Streckenbach, and other interested parties.

I. Call to Order.

The meeting was called to order by Vice-Chairman Tim Carpenter at 5:20 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor DeWane, seconded by Supervisor Jamir to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of January 24, 2013.

Supervisor Jamir made the following corrections:

- Page Two, third paragraph, third sentence: does not make sense
- Page Two, fourth paragraph, third line: the word "they" should be deleted
- Page Two, last paragraph, second line: insert the word "of" between *publishing* and *requirements*
- Page Three, third paragraph, third sentence: word following *Steffen* should be "proposed"

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve as amended.
Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public: None

Communications

1. Communication from Supervisor Steffen re: A budget development policy. *Held for one month. Also, referred back from February County Board.*

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to hold for one month.
Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. Communication from Supervisor Fewell re: Request that I.S. work on developing an I-Phone App and an Android App to promote Brown County's recreational resources and services. *Referred from February County Board.*

Motion made by Supervisor DeWane, seconded by Supervisor Jamir to hold until Fewell arrives. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Fewell stated he would like to make sure that the County's recreational opportunities are made available to the public so people know what is available and he felt starting with an app for basic information for Brown County would be good. He would like to see an app developed for

accessibility to activities. Director of Administration Brent Miller stated that the County is on Facebook and Twitter. Fewell would like to see this be as user-friendly as possible and stated there are things that can and should be done to enhance the resources that the County has. Hjalmsquist has not had an app developed before and therefore could not give any cost estimate for this. He will do some research and bring back information to the Committee.

Motion made by Supervisor De Wane, seconded by Supervisor Fewell to send to staff and bring back information and costs. Vote taken. MOTION CARRIED UNANIMOUSLY

Carryovers

3. **2012 to 2013 Carryover Funds – Administrative Services Division.**

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions

4. **Initial Resolution Authorizing the Issuance of Not to Exceed \$6,630,000 General Obligation Bonds of Brown County, Wisconsin in One or More Series at One or More Times.**

Miller stated this is for the road construction and maintenance that is done annually. He also stated that this has been reduced significantly and at the end of the year the amount that has been paid out on bonds should be reduced by about \$8 million dollars.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

5. **Opening of Treasurers Tax Deed Bids.**

Treasurer Kerry Blaney stated that they had a tax deed bid sale that was published as a class three notice in the newspaper. The deadline was February 20. Four bids were received for one parcel of property. Blaney presented the bids to Carpenter. The parcel referred to is Number 2158 and this is a home located at 1028 Klaus Street in Green Bay. This property was listed for \$5,000 and there is also a tax bill for 2012.

The bids were as follows: \$5,320.00, \$6,876.00, \$7,000.00 and \$13,163.00.

Carpenter stated that the last bid for \$13,163 is without taxes and they did add the tax for a total bid of \$15,389.19. The \$7,000 bid does not state anything at all about the taxes. The bid for \$6,876 does include an additional amount with the taxes for a total bid of \$9,102.19. The bid of \$5,320 makes no indication as to payment of taxes.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve the bid of Jesse Ver Heyen in the amount of \$13,163.00 for the property located at 1028 Klaus Street. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

6. **Budget Status Financial Report for November, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Budget Adjustment Request (13-16) Category 5: Increase in expenses with offsetting increase in revenue.**

Child Support Administrator Maria Lasecki reported that additional performance incentive revenue will be used to fund the design, reconfiguration and wiring of existing workstations to be used for creation of an in-house call center in the front desk area of Child support. This would potentially save the department from having to fill the receptionist position. This is being done for less than \$5,000.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **2012 & 2013 Department Goals.**

The 2012 & 2013 goals were included in the agenda packet. Lasecki stated that these goals were also shared in her performance evaluation documents that she presented to Troy Streckenbach. She stated that Child Support worked very hard as a department and was able to accomplish a great deal and they have many optimistic and challenging endeavors to take on in 2013.

With regard to Item D of the 2013 department goals, Laserfiche Scanning Project, Jamir asked if there was any chance that this could be done with outsourcing or bringing in someone to make it faster so that the Child Support team can get these items in the system faster and be able to serve the public even that much faster. Lasecki stated that she has looked into this and noted that it is quite an undertaking to continue to do the work her staff does on a daily basis as well as take on this laserfiche project. She stated that it came at the cost of almost two full-time positions and she did not have the money to be able to do this. She thought about this more and did allow staff to work up to 40 hours to spend additional time scanning without taking time away from their caseloads and they have also been very fortunate in that they have secured two paralegal interns to help with this project. These interns will be wrapping up their internships but they have two more to fill in behind them and they have been instrumental in helping the Department reach the goal of having 25% of the caseload scanned by the end of the first quarter. Lasecki also wished to note that this has also been a very positive learning experience to have her staff do this and the interns are learning as well and this is contributing to their educational experience, but she does think that because the system is so new, the opportunity to be able to have a hands on feel for what it takes to get these documents in the system has all been very beneficial and she felt it was time well spent.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Director's Report.** None.

Carpenter stated that at the State of the County address the County Executive gave Lasecki many accolades and he would like to echo that and stated that the Committee appreciates everything she is doing in the department. Lasecki thanked Carpenter for his kind words and stated that she has an amazing group of employees and she will share this with her staff.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Fewell arrived at 5:38 pm and took over the meeting at this time.

Information Services

10. Budget Status Financial Report for December, 2012.

Motion made by Supervisor DeWane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Director's Report.

IS Director David Hjalquist's Director's Report was contained in the agenda packet. He also wished to follow-up on a question that Jamir had at the last meeting and that was the amount of savings estimated for the Sheriff's Department based on them being able to provide electronic information and that savings is estimated to be \$18,000 per year.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration

12. Budget Status Financial Report for December, 2012.

Motion made by Supervisor Carpenter, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. 2013 Budget Adjustment Log.

Miller stated that most of the budget adjustments are carry overs in accounts.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

**14. Ordinance creating Section 3.35 of the Brown County Code entitled "Purchasing Ordinance".
*Referred from February County Board.***

Miller stated that they have made significant cuts to the ordinance and have reduced it from about seven pages down to three pages. Next month when this comes back they will have a shorter version.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to hold for revisions. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Director's Report.

Miller stated that they recently had some active shooter training and the response to this has been very good. Evaluations are also being done by Risk Management on the locks on office doors to be sure that everything is as it should be to protect the employees.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

16. **Budget Status Financial Report for December, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Activity Report for January, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Director's Report.**

With regard to the Kronos time and attendance planning listed on the Director's Report, Jamir asked Vanden Langenberg to explain the reduction of cycle time for payroll processing. Vanden Langenberg stated that payroll has to be to the bank on Wednesday morning in order for it to hit the bank accounts on Friday morning and the payroll staff used to stay late on Tuesday nights, sometimes until 7:00 p.m., to get this finished. With Kronos staff is now completing payroll by 10:00 a.m. on Wednesdays instead of having to stay late.

Miller wished it to be noted on the record that Lynn Vanden Langenberg has gone above and beyond her duties. He noted that they are short staffed and she and her staff have done a tremendous job and she is a huge asset to the County.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

19. **Audit of bills.**

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Such other matters as authorized by law. None.**

21. **Adjourn.**

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to adjourn at 5:55 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted by,

Alicia Loehlein
Recording Secretary